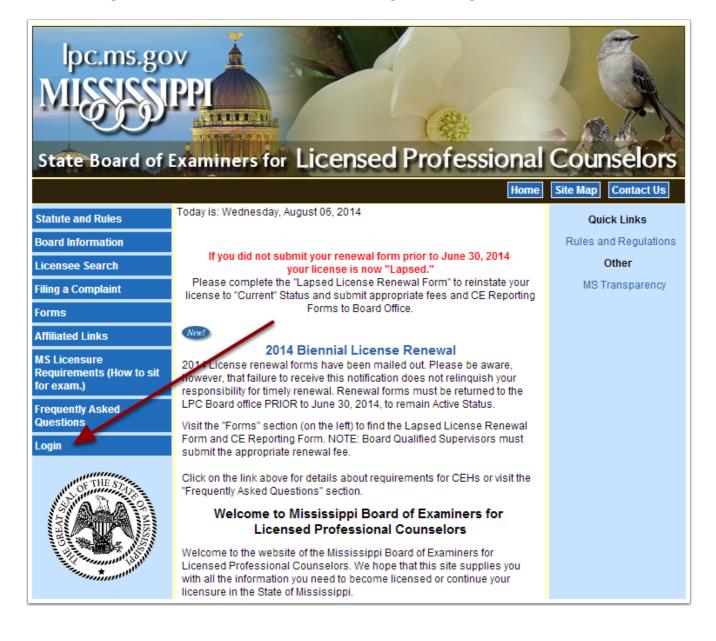
LPC Profile Management - Login Step 1

Web site URL http://www.lpc.ms.gov/

Click the Login button at the bottom of the menu to go to the login screen.

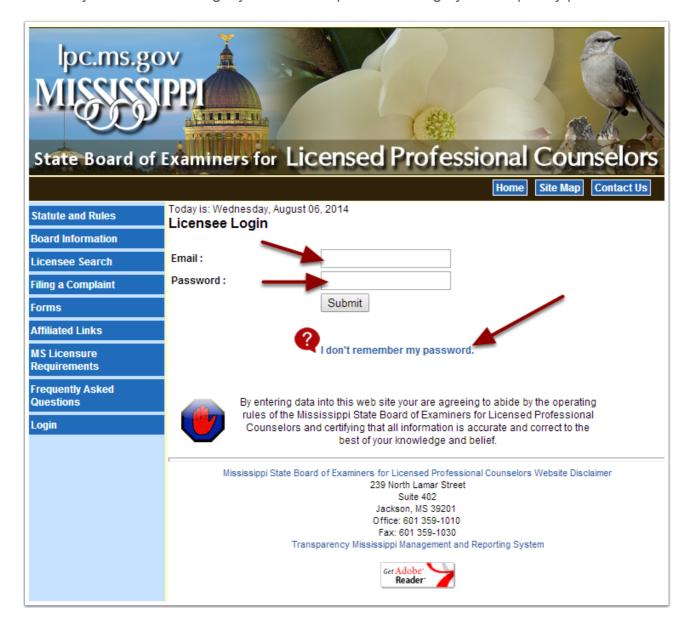


LPC Profile Management - Login Step 2

Enter your email address and password.

If you don't remember your password click the I don't remember my password link. You will then enter your email address and your password will be emailed to you.

If this is your first time to login you will be required to change your temporary password.



LPC Profile Management - Profile Overview

When you login you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirement for online renewal you can renew your license and pay your fees online.
- · You can also add your picture to your profile.

The following screens will show you how to use your profile.



LPC Profile Management - Profile Detail #1

In the upper right corner of your profile is the Save Changes, Logout and, if you've meet all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.



LPC Profile Management - Profile - Add Picture

To add or update a picture to your profile, click the button below the picture and choose the picture image.

This image should be a passport style picture, about 200 px wide and no more than 500Kb (.5Mb) in size.

Pictures larger than this will not be allow to upload.

Once you have selected the picture, click the Save Changes button and your picture will be uploaded and saved to your profile.



LPC Profile Management - Profile - Tabs

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only.

The Online Payments tab alows you to pay certain fees online.

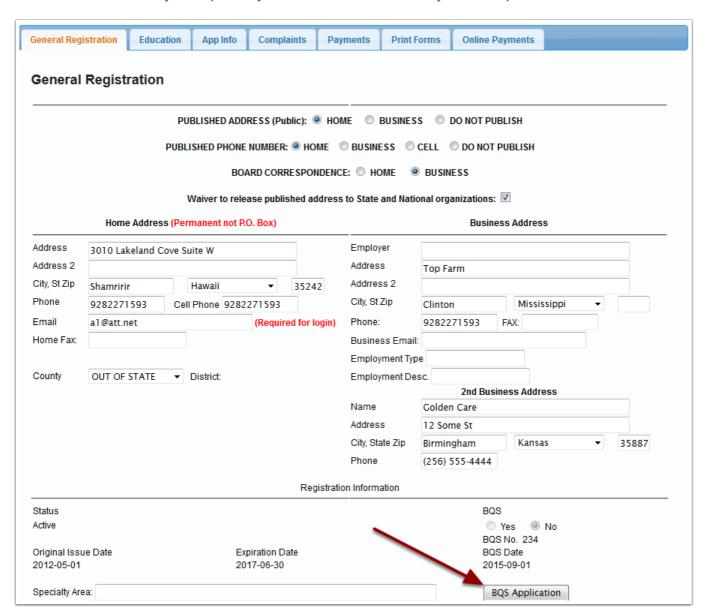


LPC Profile Management - Profile - Tabs - General Registration

The General Registration tab contains your home and business address, your phone numbers and email addresses. You can use this tab to update this information as it changes.

Below the contact section is shown your current license status, original issue date, current expiration date and BQS status. If any of this information needs to be update you must contact the LPC Board. If you are eligible to become a board qualified supervisor, below the BQS info will be the BQS Application button to fill out the application online.

Below that section is your Specialty Area information which you can update.



LPC Profile Management - Profile - Tabs - BQS Application

When you click the BQS application button you will be taken to the application screen. Information that is in your profile will be prepopulated. Fill out the remainder of the form and click submit.

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LPC Profile Management - Profile - Tabs - BQS Application

After you submit your online form you will be taken to the screen below.

- 1. You may print a copy of the application for your file.
- 2. Continue to the online payment system to make your payment.
- 3. Return to your profile

